

Contract Monitoring Checklist

It is the responsibility of each agency to ensure all contractual obligations are met and that contract monitoring is documented. This appendix serves as a tool to assist the agency during that process. Each contract is unique and the agency may add to this tool as required to meet its particular circumstance.

Item #	Contract Monitoring	Agency Documentation	Yes/No
1.	Contract: Contract number/ effective date/contractor name/purchase order number.	Contract #: _____ Contract Effective Date: _____ Contractor Name: _____ Contract Renewal Options? Purchase Order #: _____	Yes / No
2.	Agency Contract Administrator: Name/ title/contact information of the person responsible for ensuring all contractual obligations are met.	Name: _____ Title: _____ Phone #: _____ E-mail: _____	
3.	Monitoring Procedures/Methodology: Written documented contract monitoring procedures/methodology.	Agency has a written contract monitoring procedures?	Yes/No
4.	Delivery: Delivery date specified in the contract/date of delivery.	Contract specified delivery date: Date agency received item(s): Full or Partial Delivery? Delivery in Accordance with Contract?	Full/ Partial Yes/No
5.	Acceptance: Item(s) delivered were in accordance with contract specifications.	Items delivered were accepted (met contract specifications)? Latent material defects?	Yes/No Yes/No
6.	Warranty: Item(s) warranted in accordance with contract.	Warranty work was required? If so, warranty was performed in accordance with the contract?	Yes/No Yes/No
7.	Invoice: Invoice price mirrored purchase order price.	Invoice matched purchase order price? If no, invoiced more or less than PO?	Yes/No More/Less
8.	Default of Contract: Was contractor held in default of contract and/or debarred.	Was the contractor held in default? Was the contractor debarred? Was a vendor complaint form provided to P&C?	Yes/No Yes/No Yes/No
Additional Agency Monitoring Requirements (example)			
9.	Reports: All reports required by the contract were provided timely/accurately/prescribed manner.	Contractor reports were provided by the required due date? Contractor reports were accurate (when initially submitted)? Contractor reports were in the prescribed manner?	Yes/No Yes/No Yes/No

Contract Monitoring performed by (print and sign): _____
